

**From:** DOECAST

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**To:** ORO Federal Employees; OSTI Data Control; PNSO Federal Employees; TJSO Distribution List; ORO Contract Employees

**Subject:** DOE Federal and Contractor Employees - Foreign Travel

Travel to other countries, whether for official or personal reasons, carries with it a certain amount of risk. With tensions rising throughout the world, it is imperative that DOE Federal and contractor employees follow all DOE travel reporting requirements. These requirements vary depending on the country to be visited (sensitive or non-sensitive), purpose of the visit (official or unofficial travel), the employee's status (Federal or contractor), and level of access authorization (to include special access programs). Prior to any foreign travel, employees should contact their local foreign travel administrator, Facility Security Officer, Headquarters Security Officer, or supervisor for guidance in the preparation and completion of required documents to ensure compliance with all travel requirements. This may include ensuring the appropriate information is entered into the DOE Foreign Travel Management System (FTMS) and scheduling a counterintelligence threat briefing prior to travel. All Federal employees and contractors should review DOE O 551.1B, "*Official Foreign Travel*," and DOE O 475.1, "*Counterintelligence Program*," which can be obtained from the DOE Directives Homepage at <http://directives.doe.gov>.

Travelers are encouraged to review [Travel Warnings](#) issued by the State Department where it recommends that certain countries be avoided. In addition, the State Department issues [Consular Information Sheets](#) for every country with information on such matters as the health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy or consulate in the subject country. As a traveler, you are encouraged to utilize these resources.

Questions may be addressed to Julie Squires, Program Manager, DOE Official Foreign Travel Program, 202-586-4048, [julie.squires@hq.doe.gov](mailto:julie.squires@hq.doe.gov).